

Handbook
1971-1972

PRINCETON THEOLOGICAL SEMINARY
Princeton, New Jersey 08540

PRINCETON SEMINARY AS A CHRISTIAN COMMUNITY

PREAMBLE

PRINCETON THEOLOGICAL SEMINARY is more than a school for the preparation of pastors and teachers of the Christian church. It is a community which undertakes to order its common life in accordance with the obedience of faith in Jesus Christ our Lord. Insofar as Jesus Christ is the norm and the guide of all that happens in the life of the community, it is possible to speak of Princeton Theological Seminary as a Christian community, and to commend the privileges and responsibilities of membership to successive generations of faculty, students and staff. Where Jesus Christ is the Lord of life, and is at work among those who live together in His service, the common life of all becomes the concern of each member of the community; and what happens to each member of the community belongs to the common life and the well-being of all.

I. IMPLICATIONS OF MEMBERSHIP IN THE PRINCETON SEMINARY COMMUNITY

Membership in the Christian community of Princeton Theological Seminary implies:

1. The willingness to be guided in all things by the mind of Jesus Christ our Lord.
2. The obligation to give every effort to the preservation and up-building of the unity and well-being of the common life.
3. A responsible concern for the freedom, rights and obligations of the other members of the community—faculty, students and staff—in all phases of Seminary life.

II. THE RESPONSIBILITY OF EACH INDIVIDUAL TO THE COMMUNITY

Each individual, by reason of his membership in this community, is responsible for every area of student life and activity. Thus, for instance, we do not conceive of the Administration and Faculty as over against the student body, but each member of the community is charged with a responsible concern for the conduct and the well-being of the group as a whole.

Our Campus Center, our dormitories, and our campus functions are

the concrete expression of our common life only insofar as we make them such. Those barriers which tend to be associated with rooms, halls, dormitories, eating-tables, geographical areas, race, and theological orientation, should be eliminated. The community must be a reality, not only as a confession of faith, but also in conduct; not only in worship and prayer, but also in social life and leisure time. In such a community individual problems will not become ingrown or isolated, but they will become the concern of neighbors in the true Christian spirit of a mutual bearing of burdens. The way will at times be left open for free discussion as an avenue to personal trust, and thereby to real community. On the other hand, community responsibility carries with it certain limitations of freedom out of regard for the rights, privileges and liberties of the other members of the group.

As a member of the Seminary Community each individual will determine his own conduct in accordance with the privileges and responsibilities of the common life, and he will consider himself obligated to assist every other member of the community in accordance with this commitment.

III. OUR ATTITUDE TO THE COMMUNITY

The dangers inherent in our system of living are self-evident, and are the concern of all of us. We must avoid the temptation to change our sense of responsibility into an attitude of judgment. The results of such a mistake are destructive rather than constructive.

We are our brother's keeper. This means that while we do not make our brother's life and doings a matter of idle curiosity and public notice, we do seek both to share his life and burdens and to correct attitudes, practices, happenings in the community which violate the norm of the community's life.

Experience has already shown that conferences between faculty members and individual students, or between students and fellow-students, or with the President or the Dean of the Seminary, have been fruitful in resolving problems. It is recommended that these procedures be even more frequently followed and that others be explored with a view to avoiding flagrant and persistent violations of the community life.

IV. SOME SPECIFIC AREAS WHICH TEST THE INTEGRITY OF THE SEMINARY AS A CHRISTIAN COMMUNITY

In accordance with these principles the students will exercise due responsibility toward:

1. Academic work—study, examinations, term papers, class attendance.
2. All-Seminary functions, such as the daily chapel service and other meetings which are officially sponsored.
3. Social life in the dormitories, the Campus Center, and on the campus.
4. The whole community, so as to keep it from breaking up into divisive groups.

STUDENT COUNCIL OFFICERS

President: Charles Curtis

Vice-President: Graham M. Patterson

Treasurer: Walter C. Wright, Jr.

Senior Class President:

Middler Class President:

Athletic Chairman:

Wives' Fellowship Chairman: Terrilynn Starr

CONSTITUTION

OF THE STUDENT BODY OF PRINCETON THEOLOGICAL SEMINARY

(As Adopted October 31, 1940, and subsequently revised and amended.)

ARTICLE I

Name—The name of this society is “The Student Body” of Princeton Theological Seminary (hereafter referred to as “the student body”).

ARTICLE II

THE OBJECTIVES OF THE STUDENT GOVERNMENT:

- A. To properly organize and promote the concerns of the student body about its life on the seminary campus, so as to unite the student body, the Faculty, and the Administration in achieving common goals together.
- B. To promote and develop the spiritual, academic, social and physical life of the seminary through a unified program of campus activities.
- C. To create, develop, and take advantage of opportunities for all members of the seminary to execute their Christian task of reconciliation in witness to the world wherever these opportunities may be found, and by whatever means may be deemed necessary and practical.
- D. To recognize and encourage the mutual ministry among students as the primary mode of meeting their pastoral needs, and to promote responsible action in the daily lives of the students.

ARTICLE III

THE POWERS OF THE STUDENT COUNCIL:

In order to accomplish the objectives set forth in Article II, the student body of the seminary shall be represented by and through the Student Council. The Student Council shall be empowered to represent the student body of the seminary in all matters, and it shall be empowered to organize, promote, and co-ordinate all student activities.

ARTICLE IV

THE ORGANIZATION OF THE STUDENT COUNCIL:

- A. The Student Council shall consist of:
 1. The President of the Student Council
 2. The Vice-President of the Student Council

3. The Treasurer of the Student Council
4. The Secretary of the Student Council
5. The Presidents of the Junior, Middle, and Senior classes
6. The Chairman of the Academic Commission
7. The Chairman of the Christian Faith and Life Commission
8. The Chairman of the Social Commission
9. The Chairman or Co-Chairmen of the Outreach Commission
10. An Off-Campus Representative, if one is elected, as provided by the By-Laws.
11. The Chief Editor of the campus newspaper or student publication, if such exists.

The members of the Student Council shall be elected by the student body and/or appointed by the President of the Student Council as provided in the By-Laws.

B. The nature of the above offices on the Student Council is as follows:

1. The President of the Student Council shall preside over all functions of the Student Council. He shall maintain close contact with the student body, the faculty, and the administration with regard to the concerns of the Student Council. He shall require that all functions of the Student Council be carried out according to parliamentary procedure. He shall fulfill and exercise the functions of the executive office of the student body.
2. The Vice-President of the Student Council shall assist the President of the Student Council in all ways deemed necessary by the President, the Vice-President, and all other members of the student body.
3. The Treasurer of the Student Council shall be invested with the responsibility for the financial matters of the Student Council.
4. The Secretary of the Student Council shall be in charge of all secretarial matters pertaining to the execution of Student Council business.
5. The Chairman of the Academic Commission shall be responsible for all Student Council business which pertains to the academic life of the Seminary. He shall be the chairman of a student committee on academic affairs consisting of himself and at least two other members of the student body whom he shall select, subject to the consent of the President of the Student Council. This committee shall meet periodically with members of the Faculty and Administration to discuss and act upon matters pertaining to the academic life of the Seminary.

6. The Chairman of the Christian Faith and Life Commission shall be responsible for all Student Council business which pertains to the spiritual atmosphere and activities of the Seminary. He shall be chairman of a Christian Faith and Life Committee consisting of himself and at least two other members of the student body whom he shall select, subject to the consent of the President of the Student Council. This committee shall meet periodically with members of the Faculty and Administration to discuss and act upon matters pertaining to the spiritual atmosphere and activities of the seminary.
7. The Chairman of the Social Commission shall be responsible for all Student Council business which pertains to the social activities and life of the Seminary. He shall be cognizant of the unique social needs of the Seminary, and he shall promote social activities which are in keeping with these needs. He shall also be chairman of the Social Committee of the Seminary, as provided in the By-Laws.
8. The Chairman or Co-Chairmen of the Outreach Commission shall be responsible for representing all interest groups which are concerned with organized off-campus student activities. The President of the Student Council may, in his discretion, appoint co-chairmen of the Outreach Commission, as provided in the By-Laws.
9. The Chief Editor of the campus newspaper, or student publication, if such exists, shall represent the Student Council in the Student publication and represent the publication in the Student Council. He shall be selected as provided in the By-Laws.

ARTICLE V

THE COMMISSIONS OF THE STUDENT COUNCIL:

- A. The commissions are to be the basis for the organization of the Student Council as a cabinet of officers, presided over by the President of the Council. The commissions shall represent the various student interest groups on the campus. These interest groups shall be gathered under the areas of student activity represented by the commissions. The commissions shall provide the means of a close communication between the interest groups and the Student Council, so that the Council might not only better assist the interest groups in their activities, but also submit to the interest groups matters which pertain to their functions. The communication between the interest groups and the Student Council shall be carried out through the Chairmen of the commissions under which the interest groups are gathered.

B. The organization of the commissions shall be as follows:

1. The Academic Commission shall include the student committee on academic affairs and Koinonia. It shall also include such other interest groups concerning academics which shall be formed.
2. The Christian Faith and Life Commission shall include the Christian Faith and Life Committee, the Wives' Fellowship, the Theological Society, if such exists, and such other interest groups which may be concerned with the spiritual atmosphere and activities of the campus.
3. The Social Commission shall include the Social Committee and all other interest groups which may be concerned with the social life of the campus.
4. The Outreach Commission shall include the Evangelistic Fellowship, the Church and Society Committee, the Ecumenical Missions Fellowship, the Inter-Seminary Committee, the Seminary Choir, the Merlin Theatre, the Stewardship Committee, and any other interest groups which may be concerned with the students' witness outside the Seminary.

ARTICLE VI

THE INTEREST GROUPS:

A. There shall be the following interest groups:

1. Koinonia—a society comprising all doctoral students and members of the Faculty. It exists for mutual discussion and consideration of matters of theological interest and general concern which transcend departmental specializations.
2. The Wives' Fellowship—shall seek to make the student's wife an informed and integral part of the Seminary community with a program of study, service, and fellowship.
3. The Theological Society (if such exists)—shall seek to promote a theological understanding of the Christian faith among the students by forums, panels, debates, and discussions, mainly through the efforts and contributions of its own members.
4. The Evangelistic Fellowship—shall send out Seminary teams for the promotion and understanding of the evangelistic mission of the Church. Its frontiers of service shall include churches, conferences, colleges, hospitals, jails, and additional groups. During the year various opportunities for training and spiritual growth shall be given the students to help integrate their team experiences with their theological education.

5. The Church and Society Committee—shall seek to arouse and direct the Seminary to apply the Gospel concretely through justice and reconciliation, by interpreting to the Seminary community where there are areas of need, so that the Seminary might better consider contemporary social problems in their relation to the Church and the Christian life.
6. The Ecumenical Missions Fellowship—shall bring before members of the Seminary their responsibility of mission in the Church through the whole inhabited earth (oikoumene). The responsibility of mission shall be carried out through prayer, discussions, projects and a presenting of the challenge of mission service to each student.
7. The Inter-Seminary Committee—shall seek to encourage and implement the participation of the student body in the Inter-Seminary movement, whose purpose it is to foster theological discussion between seminaries. This shall be done by joint meetings, lectures, discussions, and forums.

ARTICLE VII

BYLAWS:

By-Laws of the student body shall be adopted, revised, and/or amended by a three-fourths majority vote of the Student Council.

ARTICLE VIII

AMENDMENTS AND REVISIONS:

Amendments to this Constitution, or its revision, shall be proposed through the Student Council, either upon majority vote of the Council or by signed petition to the Council of fifty members of the student body or one-sixth of the members of the student body, whichever number shall be smaller. Amendments so proposed by petition shall be presented to the student body for action as soon as possible.

Proposed amendments shall be posted in a conspicuous place at least one week before balloting. Under the auspices of the Student Council there shall be a public meeting for discussion of proposed amendments two days before the day of balloting.

Ratification of proposed amendments shall require two-thirds of the secret ballots polled during a specified day of balloting.

ARTICLE IX

ADOPTION OF THE CONSTITUTION:

This Constitution shall be considered in force when adopted by a two-thirds vote of the members present at a regularly called meeting of the student body.

STATEMENT OF ADOPTION

This Constitution was adopted as revised on _____,
by the student body.

BYLAWS

I. Meetings:

- A. There shall be a meeting of the student body in the spring not later than May 1 for the purpose of nominating the candidates for the Council.
- B. A special meeting of the student body shall be called by the President of the Student Council at his discretion, or upon the request of a majority of the Student Council, or upon petition by one-fourth of the student body. One week's notice of such a meeting must be given.
- C. A quorum for all meetings convened in accordance with paragraphs A and B of this Article shall be one-fourth of the members of the student body.
- D. The Student Council shall hold regular meetings on a specified day during the week, and special meetings at the discretion of the President or at the request of the Council. A quorum shall consist of a majority of the members of the Council.
- E. Class meetings shall be called at the discretion of the Class President, or upon a petition by one-fourth of the members of the class. The President shall give at least one day's notice to the class members and a quorum shall consist of one-half of the members of the class.
- F. Dormitory meetings shall be called at the discretion of the Dormitory President.

II. Elections:

- A. The President, the Vice-President, and the Treasurer of the Student Council shall be elected within a period of one week following the meeting of the student body for nominations, in the following manner:

1. The Student Council, at a meeting at least three days before the date of the meeting for nominations shall nominate two persons for each of the offices of President, Vice-President, and Treasurer.
 2. The nominations of the Council shall be made public one day previous to the date of the meeting for nominations.
 3. Further nominations for President, Vice-President, and Treasurer may be made from the floor at the meeting for nominations.
 4. The voting shall be by secret ballot at a designated poll, and a majority of the votes cast shall be necessary for election. Should the first ballot fail to produce a majority vote, a second ballot shall be taken on the two highest candidates.
- B. The offices of the Senior, Middle, and Junior classes shall be a President, Vice-President, Secretary, and Treasurer, and shall be elected in the following manner:
1. Class officers of the succeeding Senior and Middle classes shall be elected at class meetings called by the President of the respective classes as soon after the Student Council as is considered expedient.
 2. Junior class officers shall be elected at a meeting called by the President of the student body prior to the third week of the first semester.
 3. Nominations for class officers shall be made from the floor. The voting shall be by ballot, and a majority of those present shall be necessary for election. Should the first ballot fail to produce a majority vote, a second ballot shall be taken on the two highest candidates.
- C. Appointments to the Student Council:
1. As soon as is practicable upon his being elected, the President of the Student Council shall appoint the Secretary of the Student Council, the Chairmen of the Academic Commission, the Christian Faith and Life Commission, and the Outreach Commission. In the event that Co-Chairmen of the Outreach Commission are appointed by the President, one should be appointed who has had experience with either the Evangelistic Fellowship, the Seminary Choir, and the Merlin Theatre on the one hand, and the other who has had experience with either the Church and Society Committee, the Ecumenical Missions Fellowship, or the Stewardship Committee on the other hand.

2. The Chief Editor of the campus newspaper, or student publication, if such exists, shall be elected in the following manner:
 - a. There shall be an Editorial Board, consisting of three students appointed by the new President of the Student Council and three Faculty members appointed by the President of the Seminary. The Chairman of the Editorial Board shall be a student elected by the Board. The Editor for each academic year shall be selected following the Student Council elections of the preceding year.
 - b. The Editor shall be selected in the following manner: The Editorial Board shall announce its intention of receiving from any member of the Junior or Middle classes a written statement of his candidacy for the office together with a list of his qualifications. This announcement shall be made public at least one week before the applications are due. When it shall have received and studied all applications, the Board shall interview separately each candidate. The decision of the Board shall be by vote of two-thirds.
 - c. The newly selected Editor shall appoint associate editors, subject to the approval of the Editorial Board. The newly appointed Editors shall assume their duties immediately upon conclusion of the academic year.
3. The Social Chairman is selected by a committee composed of the President of the Seminary, the new President of the Student Council, and the out-going Chairman of the Social Commission. The Social Committee consists of the Treasurer of the Seminary, one faculty member at large, the assistant to the President of the Seminary, and at least two students, to be appointed by the Social Chairman.

D. The Athletic Chairman

1. The Athletic Chairman shall be responsible for all of the athletic activities of the Seminary.
2. He shall be selected in the following manner: He shall be selected from applicants by a committee consisting of the President of the Seminary, the new President of the Student Council, and the outgoing Athletic Chairman. The Athletic Chairman shall be chairman of the committee.
3. He shall form a committee consisting of himself and an elected representative for each dormitory and for the off-campus students.

4. He shall meet at periodical intervals with the Vice-President of the Student Council for the purpose of providing an informal liaison with the Student Council.

E. Off-Campus Representatives

There should be at least two off-campus students in the total of elected and appointed members of the Student Council. If this is not found to be the case by the first Student Council meeting of each year, the off-campus students shall elect one representative within one week of an immediate formal announcement by the President of the Student Council. Nominations and voting for representatives shall be carried out in the manner prescribed above (II.B.) for the election of class officers.

F. Graduate and Dormitory Representatives

1. Because the graduate students do live on the Seminary campus, they should not be considered as an individual group needing separate representation on the Student Council, as this would only tend to increase the problem of their participation in campus life. Therefore it is suggested that they be represented on an ex-officio basis, with the dormitory representatives. The graduate students would elect one representative, as would each of the dormitories, to meet with the Vice-President of the Student Council for the purpose of providing an informal liaison with the Student Council.
2. The above representatives shall be elected at meetings called by the President of the student body as soon after the student council elections as possible.
3. Nominations and voting for representatives shall be carried out in the manner prescribed above (II.B) for the election of class officers.

G. The members of the Student Council elected or appointed in the spring shall take office immediately upon election or appointment.

H. Vacating of Offices

1. When elective offices fall vacant, except those of the several Presidents in the student body, they shall be permanently filled by vote of the regular constituency of such offices.
2. Voting to fill vacated offices shall take place at a special election to be called by the President of the student body within one month following vacating of the office. Nominating procedure shall be the same as that for regular elections, according to the offices to be filled.

3. Upon the vote of the majority of the Student Council, appointments to fill vacated elective offices pro tempore shall be made by the President of the student body. Nominations to such appointment shall be moved before the Student Council by a regular constituent of the office to be filled.
4. On falling vacant, the office of student body or class President is assumed by the Vice-President. The Vice-Presidency shall be declared vacant.

III. The Student Council may adopt such rules of procedure as it may deem necessary.

IV. Records—

All business procedure of more than temporary value shall be so included in the Secretary's records that they shall be a permanent possession of the student body. These, in addition to the Treasurer's books, shall be deposited in the Office of the Seminary Treasurer during the summer vacation period. All books of records, when filled, shall be deposited in the Library.

STUDENT ORGANIZATIONS

Student activities at Princeton Seminary are numerous and varied. Under the guidance of the Student Council, committees have been organized to carry responsibility for particular areas of student life. Students from every class are invited to contact the individual chairmen about taking part in the work of committees and commissions.

Entering Juniors are especially urged to consider such service, and to take part in the organization of their class in the early Autumn when class officers are elected.

The following descriptions will introduce students to the areas served by the Student Council's organizations:

THE SEMINARY WIVES' FELLOWSHIP

All student and missionary wives are members of the SEMINARY WIVES' FELLOWSHIP. The SWF strives to create friendship, to provide for exchange of ideas, to promote Christian growth, and to be of service to its members, the Seminary campus, and the community. The SWF meets as a group several times a year and is divided into six circles which meet monthly. The exact date and place of meetings is indicated in the SWF publication, THE DISTAFF.

The opportunity is given for the wives to enroll in a selective curriculum of study to be led by members of the Seminary faculty.

Wives' Fellowship Council

Chairman:	Terrilynn Starr
Council Members:	Aimee Trechock
	Margaret Hughes
	Martha Harp
	Amy Yeatts
	Patty Forbes
Advisor:	Mrs. James I. McCord

THE FAITH AND LIFE COMMISSION

The Faith and Life Commission is concerned with the application of the Christian faith to the lives of those who form the Princeton Seminary Community. It attempts to take seriously the teaching that we are our brother's keeper and to promote an atmosphere conducive to the acting out of this precept.

The Commission interprets its mission as having two directions:

1. To encourage a spirit of reconciliation and understanding in the community which is Princeton Seminary; to encourage an environment on the campus in which people might be free to live with each other as whole persons despite the segregated realms of conflicting theological orientations, personality compositions, and the status differentials of the student-faculty administration labels; to encourage a community of persons ministering unto the needs of each other.

2. To encourage the Princeton Seminary Community in its search for mission outside the walls of the campus; to encourage an environment on the campus which directs compassion not only to those in immediate proximity, but also to those who are removed from us.

In maintaining a balanced and insightful approach to both areas, the Commission welcomes critical support, opposition, and interest.

THE CHURCH AND SOCIETY COMMITTEE

The Church and Society Committee explores and participates in forms of Christian witness and service in new and changing areas of society. In addition to its concern for the formulation of a theology of witness in the "secular world," the committee experiments in new forms of ministry. The committee has brought to the campus speakers in such areas as foreign policy, community organization, and Christianity in Eastern Europe. In the area of direct action, the committee has organized participation in such events as the Selma March, the Seminarians' Fast for Peace in Viet Nam, the Ministers' and Seminarians' Conference on Viet Nam in Washington, and the protest of F.I.G.H.T. against the Kodak Company.

THE INTER-SEMINARY COMMITTEE

The Inter-Seminary Commission offers students the opportunity to engage in ecumenical discussion and service through joint programs with students from other seminaries. Programming includes three to four meetings with students from other seminaries in the New York area and an exchange of day long visits with Roman Catholic Seminaries. The Commission involves other PTS Commissions in its programs and gives special attention to the following: intensive meetings, using a workshop approach; a joint project with students from another seminary, possibly an inter-city program; and the exchange of information on practices on campuses concerning worship, curriculum, service projects, and campus life.

THE ECUMENICS AND MISSIONS COMMITTEE

The Ecumenics and Missions Committee is concerned with the exploration and understanding of the church as it is defined by its

mission. This mission is lodged in a world experiencing a period of rapid social change as secularization forces new modes of seeking to bear witness to the liberating power of the Gospel.

As such, we are basically concerned with the church's concept of mission in three areas:

1. On the national scene, we shall explore the renewal of the church beyond the confines of denominational barriers. To this end, we shall place emphasis this year on the mission of the urban ministry.
2. On the international scene, we plan to establish a number of short term study groups dealing with the mission of the church in specific areas of the world. This involves an understanding of the social, political and economic situation in which the church finds itself.
3. In the ecumenical sphere we shall be studying the results of the World Council Assembly at Uppsala, Sweden and its five areas of concern, recommending ways that it might be used by other aspects of the Seminary program.

THE SOCIAL COMMITTEE

The Social Committee functions as a resource for social activities, stimulating small group recreation, serving as hosts for campus events, and coordinating the year's social activities. The committee will plan a number of Seminary-wide activities, such as picnics, major banquets, and the film series, as well as promote such small group activities as splash and skating parties, informal dances and square dances. The Social Committee will also work to inform the Seminary community of interesting events in the Princeton area and in New York and Philadelphia through regularly posted calendars.

KOINONIA

Koinonia is the organization of doctoral candidates in the four departments of the Seminary. Its purpose is to provide a forum for discussions of scholarly interest for its members, the faculty and invited guests. Monthly meetings are held at which outstanding persons from the Seminary faculty and from the wider scholarly community are invited to discuss topics of pertinent interdisciplinary concern. In recent years, speakers have included Paul Lehmann, Krister Stendahl, Phillip Rieff, and Arthur McGill. In addition to the meetings of the entire doctoral students' community, several of the departments schedule regular meetings of a more specialized nature for their members and faculty. *Koinonia* also assists the Doctoral Studies Office in its annual new students' orientation, and represents the doctoral student body in the Seminary student government.

THE VIEWPOINT

The *Viewpoint* is an informal journal of opinion which does not represent official Seminary policy or opinion, but is intended to offer a forum of frank and creative discussion. It publishes essays, poems, criticism and comment by students and faculty. It usually appears bi-weekly.

THE TEAM MINISTRY

The Princeton Seminary Team Ministry provides an opportunity for Christian witness and service in a variety of churches and other situations which are visited by teams of three or four students on Saturday evenings and Sundays. Students with limited experience find this an excellent way to begin, and those who do not wish to devote every weekend to field education but want some experience of ministry appreciate the arrangement that involves them about every other weekend. Financial reimbursement is made to participating students. This program is one of the most exciting opportunities for both the students and churches. Applications are made through the Field Education Office, Hodge Hall.

THE ATHLETIC COMMITTEE

The Athletic Committee conducts a program of sports and recreation to meet the needs of students who prefer individual participation. The daily exerciser and the "once in a while" player will both find opportunities for using the Seminary facilities.

The gymnasium, located on the Tennent Hall campus, includes squash and handball courts, exercise room, locker and shower facilities, basketball, volleyball and badminton facilities, and an athletic field. Special membership rates have been arranged at the local YMCA for students who wish to use the Y's pool.

Intramural competition includes touch football, basketball, softball, and volleyball. Squash and handball ladders will be established. Students who wish to use any of the facilities on an individual or informal group basis will find the gym open from 7 A.M. to 11:00 P.M., Monday through Friday, and may make arrangements to use the gym on weekends according to the regulations. Keys may be secured from the dormitory representatives or at the Administration Building reception desk.

ACADEMIC COMMISSION

The Academic Commission of Student Council operates on the hypothesis that an effective educational process requires the effective integration of the faculty, the student body, and the curriculum. To

meet both the demands and needs of all concerned, the Commission will creatively seek to encourage and provide a constructive basis of rapport between faculty and students. Specifically, the Commission will provide an active agency for uniting both faculty and students in the total re-evaluation of the curriculum at Princeton Theological Seminary (i.e. courses, course offerings, syllabi, academic regulations, grading policy, entrance requirements, etc.).

Because of the nature of this undertaking—particularly its relationship to the student community—all students are invited and encouraged to participate in this vital Commission on academic life.

THE CHAPEL GROUP

The Chapel Group, which functions under the direction of the Faculty-Student Chapel Committee, is responsible for planning and presenting the services of worship in Miller Chapel. Open to all members of the campus community, the Group provides a means for faculty and students to cooperate in bringing to liturgical expression their theological concerns. The student director works with the Director of the Chapel.

The organization is also responsible for the Liturgical Resources collection being developed at Princeton Seminary.

CAMPUS REGULATIONS

PARKING INFORMATION

The purpose of Seminary parking regulations is to define areas which provide efficient, convenient parking for all members of the Seminary community and keep fire and other emergency lanes open. *These parking regulations are in effect during the entire year, including holidays and vacation periods.*

Car Identification. All members of the Seminary community are required to obtain permit stickers for all vehicles they intend to park on campus.

Student stickers and Staff and Faculty stickers may be obtained from the Business Office during the hours indicated for cashing checks and payment of fees.

Permit stickers are honored as long as the owner of the vehicle is a member of the Seminary community. The sticker should be affixed on the left side of the rear window of the car.

Parking permit stickers must be displayed at all times. Any person who loses his sticker or has not yet obtained one should leave an explanatory card or note which can be seen through the windshield.

A person to whom a sticker is issued will be held responsible for violations, regardless of the actual driver of the car. Stickers must be removed when cars are sold or otherwise disposed of.

Parking Area Assignments. Your parking sticker identifies your vehicle as one belonging to a student or to a faculty or staff member. Park only in the areas designated for your classification.

Parking areas for each group are as follows:

STUDENT PARKING AREAS

1. *Main Lot behind Campus Center*—140 spaces reserved for residents of Alexander, Brown and Hodge Halls, and off-campus students.
2. *Tennent Hall Lot*—50 spaces to be reserved for residents of Tennent, North and South Halls.
3. *Seminary's Old Borough Hall Lot*—50 spaces to be reserved for off-campus students and residents of Erdman Hall.
4. *Speer Library Lot*—62 spaces reserved for off-campus students and guests of Library; no overnight parking (except for the Librarian).
5. The area at the south end of the campus roadway to the rear of Hodge Hall has been reserved for student parking for periods not to exceed 15 minutes. This area is for the use of off-campus students when they stop and pick up mail in

Hodge Hall basement. This provision applies to all of that area except for the two spaces at the south end of this roadway near the Hodge Hall steps.

6. *Seminary Campus Roadways*—student parking permitted only between 5:00 P.M. and midnight on weekdays and all day Saturday and Sunday. The area in front of the Administration Building is reserved at all times.

FACULTY PARKING AREAS

1. Along the campus roadway on the east side of the main campus in front of Stuart Hall, Chapel and up to Alexander Hall. (Parking prohibited directly in front of Miller Chapel.)
2. Reserved spaces in Speer Library Lot.
3. In front of Tennent Hall and 110 Stockton Street.

STAFF AND ADMINISTRATION

1. West campus roadway in front of Hodge Hall.
2. North end of roadway to rear of Hodge Hall.
3. Two spaces at south end of roadway to rear of Hodge Hall. (Reserved.)
4. Small parking lot between Campus Center and large parking lot next to Corporation Yard.

RESTRICTED PARKING AREAS

1. The area in front of the Administration Building is not available for staff parking except for 3 spaces reserved for designated offices. Spaces on the west side are provided for *visitors*.
2. The area on the roadway at the east end of the campus and in front of the Chapel and Stuart Hall is reserved for *faculty*.
3. The area to the north of the Chapel and behind 29 Alexander Street is specifically for the use of the *tenants* in the houses adjoining that property.
4. The area behind Payne Hall is reserved for the *tenants of Payne Hall*.

Seminary lots are to be used for parking only and may not be used for storage of vehicles. Parking permits of violators may be revoked.

Speed Limit. The speed limit on all campus roadways and parking lots is 20 miles per hour.

Parking Regulations. Cars must be parked within parking space dividers. Park head-on in parking lots.

Observe "No Parking" signs at all times. Parking is prohibited in front of and behind the Campus Center and around Alexander Hall.

Observe all "Stop," "Do Not Enter" and "One Way" signs.

Do not wash cars on campus roadways. Use parking lot for this purpose. Use a bucket, not a hose, on water taps.

Visitors. Several areas have been designated for visitor parking. If you expect a visitor, it would be well to suggest that he park in one of these areas.

Violations. Tickets will be issued to all cars parked in violation of the above regulations. Fines for violations are \$2.00, payable at the Business Office in the Administration Building during Cashier's hours. Any fine not paid by the end of 10 days will be doubled. Any fine not paid within 20 days from the date of the ticket will be increased by another \$2.00. If the fine has not been paid by the end of 30 days from ticket date, \$6.00 will either be deducted from the pay check, or in the case of a student, added to the student's account.

Cars not identified by Seminary parking stickers which are involved in repeated parking violations will be towed to a nearby public garage at the owners' expense.

Appeal Procedure. Students or employees who wish to appeal a parking ticket may do so by writing a letter to the Parking Violations Review Committee and forwarding the letter to the committee in care of the Business Manager. The letter must note the name of the vehicle owner, the parking permit number, violations stated on the ticket and grounds for appeal. Appeals will be reviewed promptly by the committee and a written advice of the committee's action will be sent to the petitioner.

TELEPHONES

Any student who wishes a telephone installed in his Seminary room or apartment must obtain an application from the office of the Director of Housing, Hodge Hall.

SMOKING REGULATIONS

Smoking regulations vary for the different campus buildings. Please do not smoke in areas which have "No Smoking" signs. Students are reminded that smoking is not permitted in Speer Library except in lounges where "Smoking Permitted" signs are posted. Smoking is not permitted in any part of Stuart Hall except the basement lounge.

DORMITORY REGULATIONS

Each room in the Seminary dormitories is furnished with bedstead, mattress, pillow, bureau, chairs, table, mirror and bookcase. Towels, bedlinen and blankets for a single bed must be provided by the student himself. A commercial linen service is available for those students who prefer to use it.

Furniture belonging to the Seminary must not be moved from one room to another. Please do not drag trunks, boxes, etc., on linoleum hall floors. The painting of any Seminary furniture or room is not permitted. Doors inside rooms are not to be removed, except by Seminary carpenters after permission has been obtained from the Superintendent. Closets are not to be locked for the summer; they must be in condition for use by summer residents. *No refrigerators or ice boxes can be used in rooms at any time. No pets.*

Do not open transoms or door panels from your room to the main hallway. Fire rules require that these be kept closed. Cooking or heating by any means is not permitted. Please deposit your paper, cans or glass in the proper receptacles provided on each floor. A minimum level of neatness, cleanliness and sanitation should be maintained in all dormitory rooms.

Kindly refer to the DORMITORY POLICY posted in each room for additional regulations. Should furniture be damaged beyond ordinary wear and tear, the student will be financially responsible. *All rooms must be vacated on or before Commencement Day.*

USE OF GROUNDS

Students may practice outdoor sports on the athletic field or between Brown Hall and College Road, *but not on the Seminary lawns at any time.*

NOTICES AND PICTURES

Post notices only on bulletin board provided for that purpose. Please do not post signs on doors or walls or nail placards to trees. Pictures, etc., are not to be taped to walls.

BUSINESS OFFICE

The Business Office of the Seminary is in the Administration Building. Payment of student accounts for tuition fees, rent or other charges may be made either by mail or in person at the Cashier's window between 10:30 and 11:30 A.M. and between 1:30 and 2:30 P.M., Monday to Friday, or on Friday from 4:00 to 4:30 P.M. Personal checks not exceeding \$50 may be cashed at the

Cashier's window during the hours indicated above. Such checks must be made payable to cash or endorsed in blank. A charge of 10 cents per check is made, to cover handling costs.

A Lost and Found Service for the Seminary community is provided by the Business Office.

IDENTIFICATION CARDS

An individual identification card is issued to each student, faculty member and administrator. Each card is to be used only by the person whose name appears on its face and should be carried at all times. The Princeton Seminary card must be presented when borrowing books from either Speer Library or Firestone Library at Princeton University.

Each student card is issued for the period during which he is expected to be in residence at Princeton Theological Seminary. The following schedule shows the dates of issue, periods of use and dates of expiration according to programs of instruction:

	<i>Issued</i>	<i>Period</i>	<i>Expiration</i>
M.Div.	At time of registration	3 yrs.	Expected graduation date
M.S.W.	At time of registration	4 yrs.	Expected graduation date
M.R.E.	At time of registration	2 yrs.	Expected graduation date
Th.M.	At time of registration	1 yr.	Following June
Th.D.	At time of registration	2 yrs.	Expected end of residency

Identification cards should be picked up at the Business Office at the time of registration or payment of fees.

Cards for faculty members and administrators are issued each September 1 and are valid for one year.

USE OF SEMINARY FACILITIES

Following are some guidelines with respect to the use of Princeton Theological Seminary's resources insofar as political programs or activities are concerned. These guidelines are designed as a temporary statement and will be put in final form upon receipt of the results of further study by our legal counsel. Princeton Seminary facilities and resources have been established and can be used only for educational purposes and may not legally or morally be used for partisan political purposes, including campaigning.

In order to provide a clear understanding of the separation of Princeton Seminary's educational programs and any organized political activities and to assure that political campaigns and election activities will in no way be supported by Seminary resources, the following guidelines should be strictly adhered to:

1. The Seminary name or seal cannot be used on stationery intended for political purposes. This would include, but not be limited to, the solicitation of funds or carrying on of a political campaign.
2. No Seminary office or facility should be used as an official mailing address for political correspondence. The name of the Seminary should not be used in such correspondence either in the address or in the body of the material, and titles designating the normal association of the individual with the Seminary should not be used in such correspondence.
3. Seminary facilities must not be used for political purposes or campaigning.
4. Employees of the Seminary must not be asked to perform tasks relating to partisan political activities while on regular duty at the Seminary and, as mentioned above, Seminary administration and faculty offices should not be used for this purpose.
5. Faculty and staff have an obligation to perform normal responsibilities, and participation in partisan political programs should not be at the expense of these responsibilities.

SUPPLEMENTARY REGULATIONS FOR STUDENTS IN PROFESSIONAL PROGRAMS

These regulations, applicable to all students except those in candidacy for the Th.D. degree, are intended to supplement the provisions in the Catalogue that define graduation requirements, fee structures, and other matters pertaining to the life of the student. As such, they constitute an integral part of the contract between the Seminary and the student. Regulations governing the Th.D. program appear in the separately published doctoral announcement.

DEFINITIONS

Residence. A student is said to be in residence when he is able regularly to avail himself of the classroom and library resources of the Seminary during the major portions of five days each week throughout the semester, including the period set aside for reading and review.

Semester. This term denotes either of the two principal academic sessions (September through January; February through May) during the year, but does not have reference to summer sessions.

ACADEMIC REQUIREMENTS

1.1 Courses and Practicums

(a) *Maximum Load.* The maximum load for any semester is four courses and one or more practicums. The approval of the Director of Professional Studies must be secured for any program that includes a fifth course.

Although each request for a fifth course will be evaluated on the merits, approval normally is contingent upon the student's presenting (a) an average of 3.00 or better for the preceding year of Seminary study, (b) indication of the availability of time to assume the additional work, and (c) a plausible reason why the extra course would enhance his educational program.

Under no circumstances will approval be given to a semester program containing more than five courses.

(b) *Beginning and Ending Dates.* A course or practicum is said to begin at the first class meeting thereof, and it ends at the time specified therefor on the final examination schedule. The period between beginning and end, as thus defined, is called term-time.

(c) *Term-Time Deadlines.* The instructor in charge of a course or practicum is responsible for establishing and enforcing the deadlines that govern the presentation of required work during term-time. He may not, however, grant an extension beyond term-time for the completion or submission of such work.

(d) *Extensions Beyond Term-Time.* Requests for extensions beyond term-time for the completion or submission of requirements in courses or practicums must be presented to the Director of Professional Studies. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit. Favorable consideration ordinarily will not be given to a request for extension that is filed after the close of term-time, nor may a requirement be deferred after it has been submitted and evaluated.

Subject to the provisions noted immediately above, requests for extensions beyond term-time for the presentation of required work may be granted for reasons that fall within the intent of the following guidelines, or others of similar magnitude:

- (1) Because of verified illness, accident, or other incapacitating condition, to the extent that an effect upon the completion of requirements can reasonably be shown;
- (2) Because of family crisis, requiring the student to divert his attention from academic pursuits for a substantial period of time;
- (3) Because of the impossibility of travel on the date of the final examination, the inability of a paid typist to meet a reasonable and contracted deadline, or some other unavoidable situation, to the extent that the timely completion of requirements has been prejudiced thereby;
- (4) Because of the expansion of a research topic beyond the bounds originally contemplated by the student and the instructor, but only where clear efforts have been made during term-time to bring the topic within more workable limits;
- (5) Because of the introduction of a class requirement so late in the semester that its timely completion would be to the prejudice of work in other classes.

Requests for extensions beyond term-time will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term-time, of the pressure of outside work for which other and more appropriate alleviating steps

have not been taken, and of the ordinary inconveniences of life that a well-organized schedule should be able to absorb.

(e) *Deadlines for Approved Extensions.* Where an extension beyond term-time is approved, the new deadline shall be 9:00 A.M. on the second Saturday of the semester next ensuing, unless a different deadline is specified at the time the extension is approved.

(f) *Changes in the Selection of Classes.* With due attention to program requirements, a student may alter his selection of courses and practicums during the first ten academic days of a semester, except that a course or practicum may be entered after the first meeting thereof only with the approval of the instructor in charge. Changes of registration after this ten-day grace period may be made only by petition to the Director of Professional Studies. Possible reasons upon which favorable consideration to such a petition may be based are:

- (1) The incidence of illness or other limiting condition, rendering unwise the pursuit of a full-time program;
- (2) Misunderstandings concerning class content or requirements, that could not reasonably be resolved during the ten-day grace period;
- (3) Fundamental changes in program or vocational plans, such that a rearrangement of classes is desirable.

Where a student is permitted to withdraw from a course or practicum after the ten-day grace period, that course or practicum ordinarily remains on his academic record and is marked W (withdrew).

Since it normally is difficult to enter a course or practicum after the ten-day grace period, late withdrawal from a class may leave the student with a reduced academic load. He will wish to take this fact into account when planning his program for the summer months and for subsequent semesters.

(g) *Reading Courses.* In cases of demonstrated need, a qualified student may make application through an instructor for a reading course in an area within that instructor's field of specialization. Such a course may be given, at the option of the instructor and with the approval of the Faculty, provided that coverage of the same material cannot be arranged as part of a regular course. All regulations that are applicable to regular courses, including dates for entrance, withdrawal, and termination, shall govern reading courses as well.

(h) *Theses and Project Papers.* Where a thesis or project paper is prepared in partial fulfillment of program requirements, it is subject to the same regulations that govern regular courses, to the extent that those regulations are appropriate. The student who undertakes the preparation of a thesis or project is responsible for including the tentative title thereof, together with an indication of the amount of credit the thesis or project will earn, on his registration form for the semester during which it should reach completion. Thereafter, if a postponement is desired or if the plan is abandoned, approval for such change should be sought from the Director of Professional Studies.

(i) *Filing of Registrations.* All registrations must be filed in the Office of Professional Studies. Wherever possible the registration form should be delivered to the office in person and an endorsed duplicate obtained in receipt. If the registration is not presented in person, the endorsed copy will be returned to the student through the campus mail service.

1.2 M.R.E. Professional Examination

(a) *Schedule.* The professional examination for M.R.E. candidates is given twice during the academic year: near the end of the first semester final examination period and on the Saturday after Easter.

(b) *Registration.* If a student intends to take this examination, he should indicate his intention to the Registrar at least two weeks prior to the testing date.

(c) *Examinations In Absentia.* If a student finds it necessary to be away from the Seminary when the examination is scheduled to be administered, he may request from the Director of Professional Studies permission to take the examination *in absentia* under supervision. The examination will be sent and the papers will be received through the Office of Professional Studies.

(d) *Length.* The examination is six hours in length, divided into two sessions of three hours each.

(e) *Scoring and Evaluation.* Examinations are read, graded, and reported without knowledge on the part of the readers of an examinee's identity. Each examination is graded as a whole, either *pass* or *fail*. After receiving the results of the examination, the student may request to have his examination interpreted to him by a representative of the examining body.

1.3 English Bible Examination

(a) *Schedule.* The examination on the form and content of the English Bible is given three times during the academic

year: on the last Wednesday in October, on the first Wednesday of the first semester reading period, and on the first Wednesday of the second semester reading period.

(b) *Registration*. If a student intends to take this examination, he should indicate his intention to the Registrar at least two weeks prior to the testing date.

(c) *Examinations In Absentia*. If a student finds it necessary to be away from the Seminary when the examination is scheduled to be administered, he may request from the Director of Professional Studies permission to take the examination *in absentia* under supervision. The examination will be sent and the papers will be received through the Office of Professional Studies.

(d) *Length*. The examination is given in one session of three hours.

(e) *Scoring and Evaluation*. Examinations are read, graded, and reported without knowledge on the part of the readers of an examinee's identity. Each examination is graded as a whole, either *pass* or *fail*. If a student fails the examination, he may request to have his examination interpreted to him by a representative of the examining body.

1.4 Field Education for Master of Divinity Candidates

(a) A student's program of field education may require up to fourteen hours of work per week, including time for the making of necessary preparations. No field education program may require more than fourteen hours per week without the specific approval of the Dean of Field Education, who first shall satisfy himself that the student's total program in the Seminary shall not be placed in jeopardy thereby. If a student's field education program unavoidably demands an excessive amount of time, the Dean of Field Education may require that the student's course be extended beyond three years.

(b) The Dean of Field Education shall determine whether a student's work in this area of the curriculum meets the graduation requirements.

1.5 Retaining Copies of Papers

(a) It shall be the responsibility of the student to retain a copy of all papers and other assignments that he prepares and submits in connection with courses and practicums, except in the case of examinations that are written in the classroom and submitted directly to the instructor or his designee. Although every effort is made to avoid the loss of these materials, such incidents do on occasion occur. Under circumstances of this nature the student may find it to his advantage to have avail-

able his duplicate copy of the work, both to show that the requirement was completed and to provide a basis for fair appraisal of his performance.

THE GRADING OF COURSES AND PRACTICUMS

2.1 The Grading System

(a) The usual pattern of grading, applicable to all classes except those in which the instructor provides for use of the simplified system outlined below, is as follows:

<i>Grade</i>	<i>Point-Value</i>	<i>Definition</i>
A+	4.30	Excellent
A	4.00	
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	Fair
C	2.00	
C-	1.70	
D+	1.30	Poor
D	1.00	
D-	0.70	
F	0.00	Failure

(b) A simplified system of grading, recommended for elective practicums and available for use in all classes, is as follows:

<i>Grade</i>	<i>Point-Value</i>	<i>Definition</i>
S	—	Passing (satisfactory)
U	—	Failure (unsatisfactory)

(c) The choice between these two grading systems rests ultimately with the instructor in charge of the class. If he chooses to give the students individually the option of electing one of these systems or the other, the privilege must be extended impartially to all students within a given academic program. Where the student is given this option, it must be exercised within the ten-day grace period at the beginning of the semester.

2.2 Incomplete Courses and Practicums

(a) If the requirements for a course or practicum are incomplete at the close of term-time, and no extension beyond term-time has been approved covering the incomplete work, a final evaluation will be made on the basis of the requirements actually

fulfilled. In such a situation, zero credit normally attaches to the unfinished work.

(b) If the requirements for a course or practicum are incomplete at the close of term-time, and an extension beyond term-time has been approved covering the incomplete work, no final evaluation is made until the expiration of the extension. In such a situation, if the postponed requirements are presented before the extension expires, they are graded without penalty.

2.3 Failing Grades

(a) Where an instructor enters a final failing grade for a student in a course or practicum, including a reading course, thesis, or project, he shall simultaneously submit to the Office of Professional Studies a written statement noting the reason for the failure.

(b) Promptly upon receipt of this statement, the Director of Professional Studies shall cause a copy thereof to be mailed to the student, using the most recent address reported to the Office of the Registrar.

(c) The student shall have ten calendar days, beginning with the date of postmark on the notice, to question the failing grade. Open to question shall be matters of procedure (e.g., enforcement of unclear deadlines, assessment of penalties for unfinished work that the student claims to have submitted), but the prerogative of the instructor to render the controlling judgment on the substance of the student's performance shall be fully protected. This right of question shall not be in lieu of the student's responsibility to file a timely petition for extension of a deadline beyond term-time, nor shall it serve to extend the time available for filing such a petition. At the conclusion of the ten-day period, if no question has been advanced, the grade shall be considered a matter of settled record.

(d) A question in regard to a failing grade shall be initiated by the student, in writing, to the Director of Professional Studies. After obtaining from the parties involved their interpretation of the facts, and through consultation with the parties, the Director shall endeavor to reach a resolution of the dispute that is satisfactory to all concerned. Should this procedure prove unavailing, the Director shall refer the matter to the Committee on Professional Studies, where it shall be treated as an appeal.

2.4 Computation of Averages

(a) Semester and cumulative grade-point averages are obtained by multiplying the point-value of each grade by 3 (in the case

of a course) or by 1 (in the case of a practicum) and dividing the sum of the products by the sum of the multipliers.

2.5 Changing of Grades

(a) Except to rectify transcriptional errors in the recording office, or to implement a decision of the Director of Professional Studies made according to provision 2.3(d) above, no grade may be changed for any reason, after it has been recorded by the Registrar, without the approval of the Committee on Professional Studies.

DURATION OF CANDIDACY

3.1 Master of Divinity Candidates

(a) *Normal Duration.* The program of studies for the Master of Divinity degree ordinarily shall be completed in six consecutive semesters of full-time resident work. If a student begins his studies in the Seminary in the middle of the academic year, his program may continue for seven consecutive semesters without special approval. The period of residence may be interrupted by an approved internship.

(b) *Minimum Duration.* A student who initiates his ministerial preparation at this Seminary may not complete the program in less than six semesters of full-time resident work, and a student who is received in transfer from another school of theology may not complete the program in less than four semesters of full-time resident work, without the approval of the Committee on Professional Studies. Requests for such approval must be initiated in person with the Director of Professional Studies and are not encouraged.

(c) If the student finds it necessary to engage in an excessively large amount of remunerative work in order to maintain himself during his Seminary program, the Dean of Field Education may require that his course be lengthened beyond the normal residence period. The Committee on Professional Studies also reserves the right to require the student to extend his course because of deficiencies in his academic performance at the Seminary.

(d) If a student wishes to extend his course beyond the normal residence period, but is not engaged in an excessively large amount of outside work, he must secure the approval of the Director of Professional Studies for his special program.

(e) Except under highly unusual circumstances, where a part-time program is rendered necessary by factors beyond reason-

able control, a candidate must pay full tuition for every semester during which he pursues work in the Seminary.

3.2 Master of Religious Education Candidates

(a) After replacing the words "six" and "seven" in provision 3.1(a) with the words "four" and "five" respectively, and the words "six" and "four" in provision 3.1(b) with the words "four" and "two" respectively, the regulations governing the duration of candidacy for the Master of Divinity degree shall obtain also for the Master of Religious Education degree.

(b) A candidate for the Master of Religious Education degree who also holds the Master of Divinity degree, and who is pursuing his studies on a part-time basis, will be charged tuition by the course or practicum unit.

3.3 Master of Theology Candidates

(a) A candidate who has been admitted to a full-time program is expected to complete all of the requirements for the degree in two consecutive semesters of full-time resident work. A candidate who has been admitted to a part-time program is expected to complete all of the requirements in four consecutive semesters of part-time work. Extensions of the period of candidacy, as well as temporary suspensions of part-time programs, may be requested from and granted by the Director of Professional Studies. Extensions ordinarily are granted for one or two semesters at a time.

(b) If the candidate's program extends over more than two semesters, which need not be consecutive, all tuition obligations to the Seminary will be computed using the course and practicum rate.

(c) If a student's candidacy expires, and he subsequently wishes to resume work toward the degree, he must make reapplication through the Director of Admissions. If the Committee on Admissions approves the application, it may permit the student to apply all, some, or none of his earlier graduate study in the Seminary toward the fulfillment of the degree requirements.

WITHDRAWALS AND LEAVES OF ABSENCE

4.1 Withdrawals

(a) Whenever a student wishes to withdraw from the Seminary, he is expected to confer with the President concerning his plans. This conference ordinarily is preceded by a meeting with the Director of Professional Studies. If withdrawal is ef-

fect in this manner, the courses and practicums for which the student has been enrolled will be retained on his academic record and will be marked W (withdrew). If withdrawal takes place outside of this procedure, the courses and practicums for which the student has been enrolled will be retained on his academic record and will be graded on the basis of the requirements fulfilled by the close of term-time.

(b) If a student withdraws from the Seminary and subsequently desires to re-enroll, he must submit a new application for admission.

4.2 Leaves of Absence

(a) If for good reason a student desires a leave of absence from the Seminary, such a leave may be granted by the President for a definite period. When a student thus absent desires to return to the Seminary and has fulfilled any conditions prescribed therefor, he must indicate his intention to the Director of Admissions and the Director of Professional Studies, but a completely new application is not required.

(b) If a leave of absence takes effect during term-time, the course and practicums for which the student has been enrolled will be retained on his academic record and will be marked W (withdrew).

(c) A student to whom a leave of absence has been granted is not regarded as registered or enrolled in the Seminary while he is on leave.

CONTINUANCE, SUSPENSION, AND DISMISSAL

5.1 Conditions

(a) *Right of Continuance.* Within the intent of the regulations governing the duration of candidacy, a student who has been formally admitted to a degree program and who is pursuing the requirements therefor, and whose financial obligations to the Seminary are satisfied, has the right of continuous enrollment unless he is suspended or dismissed for cause.

(b) *Dismissal.* Dismissal is the termination of a student's enrollment in the Seminary, imposed by action of the Seminary. Where dismissal is ordered, return to the Seminary may be effected only by the filing of a new application for admission. Such applications are rarely approved.

(c) *Suspension.* Suspension is a temporary interruption of a student's enrollment in the Seminary, imposed by action of

the Seminary. It may be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume his studies at the expiration of the suspension. If suspension is imposed for an indefinite period, the student shall have the right to resume his studies upon presentation of reliable evidence that the reasons for the suspension have been effectively treated. A student who wishes to resume his work after a period of suspension shall follow the procedures for return set forth in the notice of action, but a new application for admission shall not be required. If a student under indefinite suspension does not, within a reasonable period, give evidence of making a serious effort to deal with the bases for the suspension, the Faculty, upon recommendation of the Committee on Professional Studies, may proceed to his dismissal.

(d) *Bases for Action.* Bases for suspension or dismissal shall include: deficiencies in academic performance, compromise of the principles of academic integrity, serious breach of the rules and regulations properly established for the health and well-being of the Seminary community, and persistence in a manner of life incompatible with the church's standards for its professional leadership.

5.2 Action Stemming from Academic Performance

(a) It is anticipated that the student will pursue his program on a consistently satisfactory level of performance. Where in the judgment of the Faculty, upon recommendation of the Committee on Professional Studies, a student's progress is found to be unsatisfactory, he may be suspended or dismissed from the Seminary. The following, while not fully measuring the discretion of the Faculty in this regard, indicate what normally are accepted *prima facie* as bases for action:

- (1) Failure of one or more courses during each of two semesters in succession;
- (2) Failure of the majority of courses and practicums for which the student is enrolled during a single semester;
- (3) Sporadic failures and/or an indisposition to pursue the prescribed academic program, leading to the likelihood that completion of the degree requirements within the normal residence period will be impossible;
- (4) Sustained failure in field education assignments, indicating that the student is ill-suited for the exercise of professional leadership in the church.

(b) Before a student's record is presented to the Committee on Professional Studies, with a view to initiating action for academic suspension or dismissal, the student shall be notified of the time and place of the meeting of the Committee and shall be offered the opportunity to be heard by that body. The notice, which also shall contain a statement of the academic grounds upon which suspension or dismissal may be recommended, shall be postmarked, or delivered to the student's campus address, at least ten calendar days before the date of the Committee's scheduled meeting.

Upon receipt of the notice, the student shall indicate in writing whether he wishes to appear before the Committee or to waive his right to the hearing. This response shall be returned through the Office of Professional Studies. If the student finds himself unable to appear before the Committee at the time scheduled, he may suggest two or three alternative dates, proximate in time to the original, when his presence could be assured; and the Committee may, for good cause shown, so re-schedule the hearing.

Should he so desire, the student may be accompanied at the hearing by an adviser of his choice, selected from among the members of the Seminary community.

(c) *Academic Probation.* If a student's academic performance in the Seminary is adjudged by the Committee on Professional Studies to be deficient, for any of the reasons set forth at 5.2(a) above, but the Committee believes that suspension or dismissal is yet unwarranted in light of the total situation, it may proceed to place that student on academic probation. Academic probation thus instituted serves both as a warning to the student and as an occasion for the Committee, through the Director of Professional Studies, to provide special guidance concerning his performance and program. The following principles shall govern the status of academic probation:

- (1) It may be imposed or removed only by action of the Committee on Professional Studies, of which written notice shall be given to the student by the Director of Professional Studies, but no formal hearing shall be required;
- (2) A student on academic probation shall plan his program in consultation with the Director of Professional Studies, who may prescribe the components of that program either in whole or in part;
- (3) If the student's work during the following two semesters

shows satisfactory improvement, the Committee shall terminate his probationary status;

- (4) If the student's work does not show satisfactory improvement during a period of academic probation, the Committee on Professional Studies may proceed to recommend his suspension or dismissal, but only in conformity to the procedures outlined at 5.2(b) above.

5.3 Action Stemming from Other Causes

(a) Unlike deficiencies in academic performance, which become a matter of settled record, the other specified bases for suspension or dismissal (see provision 5.1(d) above) may involve the weighing of diverse testimony and the application of broad principles to specific situations. Furthermore, the charges upon which action might be based may originate in one or more of many parts of the Seminary community. To protect the rights of all concerned, and to avoid attracting undue attention to matters of transitory significance, the following procedures will be carefully observed:

- (1) If a member of the Seminary community becomes directly aware of a situation that reasonably could give rise to disciplinary action against a student, it shall be his responsibility, before initiating any formal action, to discuss the matter with the person or persons concerned, in an effort to overcome any misunderstandings that may be present, to achieve a harmonious resolution of the situation, and to set in motion processes that may discourage the development of similar misunderstandings or problems in the future.
- (2) If this approach is unsuccessful, the matter may be brought to the attention of the Committee on Professional Studies, in writing, either through the Director of Professional Studies or through the chairman of the Committee.
- (3) Where the Committee on Professional Studies finds that the allegations against a student would, if established, provide the basis for disciplinary action, and where the person advancing the allegations asks that charges be pressed, the Committee shall set a convenient time for a hearing thereupon. The student against whom the charges are advanced shall be notified in writing of the nature of those charges and of the evidence upon which they are based. This notice, which also shall include indication of the time and place of the hearing, shall be

postmarked, or delivered to the student's campus address, at least ten calendar days prior to the date of the hearing. At the hearing the student shall have opportunity to speak in his own defense, to confront those who are presenting evidence against him, to present witnesses and evidence on his own behalf, and to be accompanied by an adviser of his choice, selected from among the members of the Seminary community.

- (4) When in the judgment of the Committee the parties to the case have been equitably heard, the Committee shall retire for deliberation. If in its judgment no cause for action exists against the student, the matter shall be declared closed. If it concludes that disciplinary action should be taken, it shall formulate its recommendations in that regard, indicating the reasons upon which its conclusions and recommendations are founded.
 - (5) The recommendations of the Committee, with supporting reasons, shall be communicated in writing to the parties concerned. If the student against whom the charges have been sustained chooses to accept the recommendations of the Committee without further contest, he shall inform the chairman of the Committee, in writing, that he has so decided. If he does not choose to accept those recommendations, the matter shall be placed before the Faculty for decision.
 - (6) The student against whom charges are thus pending shall have opportunity to present to the Faculty, in person, a concise argument on his own behalf; in the alternative, he may designate some other member of the Seminary community to make such a presentation in his stead. The Committee on Professional Studies shall be considered the other party to the case.
 - (7) When the Faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.
 - (8) The decision of the Faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary.
- (b) The procedures outlined immediately above are intended to cover cases in which the student's continuing relationship to the Seminary may be placed in jeopardy. They should not be construed to imply the right of hearing on disciplinary matters of a less serious nature, which matters ordinarily are adjudicated, where formal action becomes necessary, on a written record.

APPEAL OF DECISIONS

6.1 To the Director of Professional Studies

(a) If a student is aggrieved by the decision of an instructor in a matter of academic procedures, after he has conferred further with that instructor he may appeal the decision to the Director of Professional Studies.

(b) Subject to the authority of the Faculty, it shall be the responsibility of the Committee on Professional Studies to provide for the Director general guidelines within which such appellate decisions shall be made. In particular cases the Director of Professional Studies may consult the Committee for guidance, interpretation, and decision.

6.2 To the Committee on Professional Studies

(a) If any directly affected party is aggrieved by the decision of a member of the Seminary staff, in a matter that falls within the scope of these Regulations, he may appeal that decision to the Committee on Professional Studies. Notice of appeal shall be given, in writing, to the chairman of the Committee or to the Director of Professional Studies.

(b) Appeals ordinarily are decided without a formal hearing. Should he so desire, however, the party making the appeal shall be afforded an opportunity to be heard in person by the chairman and two members of the Committee or, at the discretion of the chairman, by the full Committee.

(c) Where there is a question of Faculty policy involved, the Committee on Professional Studies may consult with the Curriculum Committee before rendering its decision.

6.3 To the Faculty

(a) Appeal may be had to the Faculty from a decision of the Committee on Professional Studies. Notice of appeal, together with any relevant papers that the appellant may wish to provide, shall be filed with the Dean of the Seminary or, if the Dean have been a party to the case below, with the Secretary of the Faculty.

(b) The appeal shall be presented to the Faculty by a member of the Seminary community designated by the appellant. If no such designation is made, the Dean of the Seminary (or the Secretary of the Faculty) shall make the presentation.

(c) When the Faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.

(d) The decision of the Faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary or the Secretary of the Faculty.

6.4 To the President of the Seminary

(a) Subject to the authority of the Board of Trustees, final appeal in all cases covered by these Regulations shall be to the President of the Seminary.

(b) Appeal to the President of the Seminary ordinarily is made in person.

6.5 Timeliness

(a) In order for an appeal to be considered, it must be filed and prosecuted promptly after the decision in question has been reached and announced.

(b) Absent circumstances beyond the control of the appellant, ten calendar days ordinarily will be regarded as the outside limit for the indication of intention to appeal.

6.6 Rehearing and Reconsideration

(a) Before an appeal is taken from a decision at any level, a request may be entered for a rehearing and reconsideration.

(b) Although frequently encountered at the point of initial decision, requests for rehearing or reconsideration of actions taken on appeal are not encouraged.

ATTENDANCE AT GRADUATION

7.1 Attendance Required

(a) Unless excused in writing by the Committee on Professional Studies, candidates for graduation must be present at the commencement exercises in order to receive the degree.

(b) Acceptable bases for excuse include the completion of requirements in mid-year, schedule conflicts involving ecclesiastical judicatories, and professional employment from which absence cannot reasonably be requested.

DEPARTMENTS AND SERVICES

SERVICES OF WORSHIP

Members of the Seminary family meet for corporate worship in Miller Chapel on Tuesday, Wednesday, Thursday and Friday mornings from 10:00 to 10:15 o'clock. The services are led by professors, students and special guests. A series of "extended" Chapel services is held, with the sermons delivered by visiting preachers. The Sacrament of the Lord's Supper is celebrated at the opening of each semester and for the members of the Senior Class on Baccalaureate Sunday.

The program of Chapel worship is under the direction of a faculty-student committee.

THE CHARLES G. REIGNER

CHRISTIAN EDUCATION READING ROOM

The faculty, students and friends of Princeton Seminary have at their fingertips a growing collection of materials related to the field of Christian Education. In the Reigner Reading Room of the Education Building at 100 Stockton Street are kept a variety of periodicals, audio-visual materials, simulation games, curriculum, books and pamphlets which cover many of the practical and theoretical aspects of the Christian Education and general education. These materials are available for examination and use in the Reading Room and may be checked out overnight or over weekends for use in field work responsibilities and study.

Books, pamphlets, periodicals, and pictures are free. There is a handling charge of twenty-five cents on audio-visual sets, simulation games and one dollar on equipment to provide funds for maintenance and replacement. Overdue materials and equipment incur reasonable fines. These fines are designed to encourage the return of materials promptly so that they will be available in the Reading Room for use of others.

The Reading Room is open each week on the following schedule: 1:30-5:00 P.M., Monday through Friday; plus evening hours on several days as posted.

Members of the Christian Education faculty are available for consultation on the use of these materials and a student assistant is present whenever the room is open to check out materials, to give assistance in finding information and materials, and to demonstrate the operation of the equipment on request.

From time to time the Reading Room staff sponsors programs when special practical problems of Christian Education are discussed, often under leadership of someone with considerable experience in

the area under discussion. These programs are open to all who are interested.

SPEER LIBRARY

HOURS FOR SPEER LIBRARY are 8 A.M. to 11 P.M., Monday through Friday, and 9 A.M. to 4:45 P.M. on Saturday. The Circulation Desk closes at 10 P.M. on week days. Vacation hours are 9 A.M. to 5 P.M. on week days and 9 A.M. to 12 noon on Saturday. The Library is closed on legal holidays, as well as on December 26, January 2, Good Friday and the Saturdays before Easter and Labor Day.

A WARNING BELL will be rung fifteen minutes before closing time and again at closing time, immediately before the lights are turned off at the switchboards. Students are requested to leave the building promptly, while the lights are still on.

ALL BOOKS AND BRIEFCASES are inspected at the circulation desk as users leave the library.

THE NIGHT BOOK RETURN is at the left of the outer lobby of the main entrance. Books may be returned there when the library is closed. When the library is open, users are requested to return books to the main circulation desk.

THE COAT ROOM is near the main entrance. Coats, umbrellas and briefcases may be left there. Valuables may be checked at the circulation desk, if desired.

THE CARD CATALOGUE is on the right side of the main entrance hall as one faces the Reading Room. Students and visitors are requested not to use the pull slides of the catalogues, but to take the catalogue trays to the consultation tables to avoid congestion at the catalogue. Assistance in the use of the card catalogue may be obtained from the Reference Librarian, across the foyer from the catalogue, or from any other member of the library staff.

THE REFERENCE COLLECTION and the Reference Librarian's desk are on the left of the main lobby as one faces the main reading room. The Reference Librarian will be happy to assist in the use of the catalogue, consultation of reference books and bibliographies and preparation of bibliographies and term papers. A staff member may not be scheduled for attendance at the reference desk every night; if the desk is not staffed, students are requested to inquire at the circulation desk, where as much assistance as possible will be given.

All reference books (other than reference commentaries which may go out overnight) must be used within the library building, preferably near the reference area.

RESERVE BOOKS are placed in the stacks immediately outside the middle door of the main reading room. These books may be used anywhere in the building, but preferably in the main reading room. Students are requested to take only one reserve book at a time and to return it promptly to the shelves marked for returned reserve books. No more than two reserve books or reference commentaries may be borrowed for the night, at 9 P.M. (or at 3 P.M. Saturday); these must be returned to the circulation desk before 9 A.M. the next day the library is open. Charge cards for each book so borrowed must be filled out and left at the circulation desk before leaving the building. Please charge out books at the desk 15 minutes before closing time. The fine for failure to return reserve books or reference commentaries on time is 25 cents for each book for each hour overdue.

REFERENCE COMMENTARIES, in the stack row west of the Reserve Books, are to be used under the same conditions as reserve books.

CURRENT PERIODICALS are at the south end of the main reading room. Approximately 300 periodicals are displayed here. Those which cannot be displayed, for lack of room, are shelved behind the main circulation desk, where students may ask for them. UNBOUND PERIODICALS, except for the most recent number, may be loaned to resident students for one week only; they may not be renewed. The most recent number may be checked out on the same basis as a reserve book. BOUND PERIODICALS are in the stacks on the second floor, south of the main aisle. They should be used in the library building if at all possible. If they must be borrowed, they may be taken for two weeks only; they may not be renewed.

THE BOOK STACK has three levels. On each floor the main aisle has all directional signs for the location of books on that floor. Pamphlets, marked Pamph. or P. in the call number on the catalogue cards, are normally shelved in green boxes at the end of each classification section. Folios (except R and Z folios) are shelved in the basement, at the west end. R and Z folios are shelved at the end of the reference collection. Please do NOT reshelve books while browsing in the stacks; leave them on tables or flat on the shelves.

THE CARREL TABLES at the north and west ends of the stacks are free for all users of the library and will not be assigned to individuals. However, students may have assigned to them shelves in the stacks near the carrels. They may then keep such books as they wish to retain in the library building on the assigned shelves and use any carrel table that is free when they are in the library building. All library books kept on individually assigned shelves must be charged at the circulation desk. Books and periodicals not charged should be returned to the circulation desk or placed flat on tables or shelves in the stacks. Apply at the circulation desk for assignment of shelves.

THE GRADUATE STUDY ROOM for all graduate students is at the front of the building on the second floor. Shelf space will be assigned to each graduate student who wishes it; make your request at the circulation desk. Graduate students may keep their books in the room on the assigned shelves and use available space at the tables. All library books kept on assigned shelves must be charged at the circulation desk.

SEMINAR ROOMS are assigned to appropriate seminar classes each term, through consultation with the Librarian.

PRIVATE STUDIES, entered from the corridor of the gallery on the second floor, will be reserved for visiting scholars who can devote full time to advanced research. Applications for their use should be made to the Librarian, in writing.

THE GENERAL LOUNGE is on the second floor of the building. Smoking is permitted here. Lunches may not be eaten in the Lounge; if inclement weather makes it impossible to use the campus eating facilities, please inquire at the Circulation Desk for alternatives.

TYPING ROOMS are on the first floor of the building, at both ends of the row of carrel tables at the rear of the building; on the second floor, at both ends of the row of carrel tables and at the north end of the corridor opening into the seminar rooms. Typing room 216 at the south end of this corridor is reserved for Th.D. candidates. Students may keep their typewriters on the tables; if they will be absent several days, they may prefer to check their typewriters at the circulation desk.

WASHROOMS are on the second floor, off the corridor leading to the seminar rooms. The classroom wing washrooms are on the first floor, on the north side of the lobby opening on Library Place.

CLASSROOMS 201, 202, 203 and 205 are on the second floor of the Library Place side of the building. Students who enter from Mercer Street may turn left in the outer lobby, without entering the library proper, and use the stairs to the classrooms.

A PASSAGE runs on the first floor from the Library Place lobby to the Mercer Street lobby. Students entering from Library Place may use it to reach the library proper. The more direct entrance to the library is closed when classrooms are in use, to prevent classroom noise from disturbing readers.

A PAY TELEPHONE is on the first floor, on the Mercer Street side between the main entrance and the stairs to the second-floor classrooms.

MESSAGES FOR STUDENTS in the library will be received and posted on the bulletin board at the circulation desk. Students cannot be paged except in emergencies.

THE ARRANGEMENT OF BOOKS for non-religious classes follows the Library of Congress system. The Library of Congress notation is also used for Church History, non-Christian religions and most Biblical studies. For other religious books the library retains a simple scheme of classification. A Summary of Classification is available at the circulation desk. The mimeographed Guide to the Location of books will help the student find his way to the shelves where the various groups of books are arranged. In each classification books are usually arranged alphabetically by author or editor; in a few instances they may be arranged alphabetically by the series to which they belong (especially in A-3b and in II-1.2) or by the title of the book, if the author is not known.

Biographies in II-2 are arranged alphabetically by the subject of the biography; when there are several biographies of the same person, arrangement is alphabetical by author.

The bookstacks are open to all students. However, students are requested not to replace books on the shelves after inspection, but to place them flat on empty shelves, ledges or tables. An exception is books in reference collections, which should be reshelfed immediately after use.

RARE BOOKS, MICROFILMS and materials from special collections may be obtained at the circulation desk upon presentation of a charge card for the desired items. These materials must be used in the library and must be returned to the circulation desk before the reader leaves the building.

THE PROCEDURE FOR BORROWING BOOKS is: Obtain the book from the stacks, fill out a charge card and present both book and card at the circulation desk. Be sure to fill in on the charge card the full call number (copied from the inside front cover of the book), the author, and the title (copied from the title page); and sign your name and address. The attendant will stamp in the back of the book the date when it is to be returned to the library. If a book is not found in its proper place on the shelf, please inquire at the circulation desk. The attendant will report to you if the book is charged out and will ask you to fill out an application for it. You will be notified by mail when the book has been returned to the library.

Please charge out books not later than 15 minutes before closing time.

Most books, including the new ones, circulate for a period of two weeks. Those which do not circulate include reference works; rare

books; many old folios and, in certain collections, some expensive sets. Regulations on periodicals and reserve books are noted above.

FINES are charged at the rate of 5 cents a day for overdue books from the general collection not returned to the desk by closing time on the date due. Reserve books and overnight books due at 9:00 A.M. are charged for at the rate of 25 cents for each book for each hour overdue.

XEROX 720 COIN-OPERATED COPY SERVICE is available to patrons who wish to purchase single copies of pages of books and periodicals in the library's collection. Microfilm and photostatic copies can be procured either at the photoduplication section of the Princeton University Library or at commercial firms in Princeton. Please consult the Reference Librarian or the library secretary about these services.

THE PRINCETON UNIVERSITY LIBRARY lends books to Seminary students who present Seminary identification cards. Any books available to other users, other than those in the Dixon Collection, may be borrowed; they may be used only locally, so that they remain immediately available to Princeton University users. Any change of address or telephone number must be reported to the Circulation Desk at Firestone Library.

STUDENT FINANCIAL AID

Students in need of financial aid, including grant, loan and employment assistance, are encouraged to investigate such possibilities with the Director of Financial Aid and Employment for Students in Room 16, Administration Building basement. Normal hours are 8:30-12:30 and 1:30-4:30 daily.

Seminary grant assistance is based upon demonstrated financial need, and satisfactory academic performance. Recipients are expected to live in Seminary housing if available. In addition, full board plans must be maintained where applicable.

Loan assistance, when necessary, may be requested from low interest, deferred payment denominational and National Defense Student Loan Program funds. Seminary loan funds may be requested for emergency situations. Certification of State Guaranteed Loan applications is also a function of the office.

The office provides assistance to students and their spouses in finding employment either full-time or part-time. Job opportunities also exist for eligible full-time students under the College Work-Study Program.

A Scholarship Review Committee serves as an advisory body for student financial aid matters. Reviews of financial aid actions and policy are directed to this committee.

STUDENT HOUSING

The Director of Housing, Mr. Clarence E. Reed, has his office in 133-134 Hodge Hall. Office hours are 8:30-12:30 and 1:30-4:30 daily. All inquiries concerning accommodations in Seminary dormitories or apartments or for assistance in locating off-campus housing should be addressed to Mr. Reed.

A limited number of guest room facilities is available at a nominal charge. Reservations and keys for these accommodations are available *only* during regular office hours.

MARRIED STUDENT HOUSING POLICY

The Seminary is concerned that its married students have adequate housing. The Office of Housing assists couples during student years. Resources include apartments owned by the institution and rental facilities in Princeton and the surrounding area.

There is not enough Seminary housing for all married students. Priority is given to incoming students who do not know the community and therefore have little or no opportunity to find other housing.

Assignments:

Apartments are assigned according to priority, established first by *acceptance date* and second by *application date* for the apartment. All assignments are made under the following quota system:

Junior	— 44 apartments
Middler	— 39 apartments
Senior	— 42 apartments
Th.M.	— 8 apartments
Th.D.	— 12 apartments
Chaplain	— 3 apartments

Facilities:

Apartments available for married student housing are those at Princeton-Windsor, North Hall, South Hall, Tennent Hall, 106 Stockton Street (first floor) and 22 Dickinson Street.

Leases:

Students renting Seminary apartments are required to sign leases. Leases run from the first day of September of the year of occupancy to the 31st day of August in the year of the termination of the lease, except for the following situations:

1. Students may terminate their leases on the 30th day of June in the year of their graduation.

2. A student who withdraws from the Seminary may terminate his lease on the last day of the month in which the authorized withdrawal occurs.
3. A student who wishes to occupy the assigned apartment prior to September 1 may, upon authorization by the Director of Housing, commence his lease on the first of any month before September 1.

Length of Occupancy:

*M.Div. Students	— 34 months, without privilege of continuing in Th.M., Th.D. or M.R.E.
Th.M. Students	— 10 months, without privilege of continuing for doctoral work
Th.D. Students	— 22 months
Chaplains	— 10 months
M.R.E. Students	— 22 months
M.Div./M.S.W. Students	— 22 months

* Students who have been on internship during their M.Div. programs may return to Seminary facilities for the remaining 10 months of their residence, provided that they (1) file a written request before going on the internship program and (2) they were married prior to the beginning of classes following the Easter recess in their Middler year.

Assignments Date:

Apartment assignments will be made by April 15 for September occupancy. Quotas as provided above which are not filled as of the April 15 assignment date will be filled by the Director of Housing on the basis of the priorities established under "Assignments." If quotas for specific categories are not filled by April 15, the Director of Housing may, at his discretion, assign students from other categories to the open apartments. Students who marry while attending Princeton Theological Seminary will be assigned facilities only after all applications from incoming students have been satisfied. Assignments to students in this category will be made only after August 1, and prior to March 31.

WEEKLY CALENDAR

The official weekly calendar, *The Wineskin*, is published every Friday during the academic year by the Office of Public Relations, Room 10, Administration Building. It carries announcements of Chapel speakers, organization meetings, special lectures, Theological Book Agency sales, special examinations and entertainment features,

as well as some brief news notes of general interest. Notice of an event to be publicized in *The Wineskin* should be typed or printed, signed and put in the Campus Mail slot at the reception desk in the Administration Building, *not later than noon on Tuesday of the week preceding the event.*

DUPLICATING SERVICES

Student use of the duplicating facilities in the basement of Hodge Hall is permitted during the following periods: Monday to Friday, 8:30 A.M.-4:30 P.M.

Student Reports and other papers prepared by students in fulfillment of course requirements may be duplicated on Seminary equipment, subject to the following:

1. Administration and Faculty work will have priority.
2. All equipment other than the Xerox machine will be operated by a member of the duplicating staff.
3. The Director of Duplication reserves the right to specify the method of duplication. He should be consulted on all work exceeding 25 pages.
4. Multilith or collating work must be in the Duplicating Office at least one week before the desired date of completion. All work is subject to the work load of the staff for Administration and Faculty.
5. The student should prepare a "Duplicating Request Form" for all multilith work and present it, together with the work to be processed, to a duplicating staff member.
6. Students will be charged for duplicating work as follows:
 - (a) *Xerox Exposures*
5 cents per copy
 - (b) *Multilith*
10 cents per master, plus \$1.00 for each 100 pages run.

CAMPUS CENTER

The Campus Center, with its dining rooms, auditorium, snack bar, lounges, guest bedrooms and rooms for faculty conferences, Student Council and group meetings, is a focal point for Seminary life. Its policies are determined by a committee chaired by Dr. W. J. Beeners. The authority in carrying out the policies in relation to the building also rests with this committee.

Because the Campus Center is a decisive factor in creating on the campus the spirit of Christian community, students are urged to avail

themselves fully of the opportunities for corporate life in the dining room, lounge and recreation areas.

Reservations for rooms in which meetings are held are arranged through the office of the Director of Housing. Available rooms are Stevenson Lounge, the Auditorium and the Alumni and Student Council Rooms, when the latter two are not in use for classes. It is the policy of the committee to keep the main lounge as a fellowship center. For preservation of both the rugs and the furniture, it is requested that the furniture not be moved. The use of the small dining room for teas or dinners must also be arranged, through the Housing Office.

Announcements in the dining room are made by students chosen by the Campus Center Committee. Announcements to be made must be written out in full and given to the student in charge. These announcements must pertain to the student body and may be edited by the officiating student.

The Small Dining Room is for official functions, not for private parties, and may be reserved through the Housing Office. Notice must be given *at least* 24 hours in advance to reserve this facility.

The Guest Bedrooms may be reserved through the Housing Office. Rates are \$6.00 for single and \$10.00 for double rooms.

The Campus Center Furniture, especially in the Lounges, Alumni Room and Small Dining Room, should be treated with care and not moved without approval of the Superintendent of Grounds and Buildings.

The Lounge Library is a non-circulating library, and books and magazines are to be read *in the Lounges only*.

The Bulletin Boards are for up-to-date notices by Seminary organizations and official groups. Arrangements for posting notices should be made through the Social Chairman. Notices must NOT be posted on doors, walls, etc.

CAMPUS CENTER CAFETERIA

<i>Hours:</i>	<i>Weekdays</i>
Breakfast	7:30-8:45 A.M.
Lunch	11:45-1:15 P.M.
Dinner	5:30-6:30 P.M.
	<i>Saturday</i>
Breakfast	8:00-9:00 A.M.
Lunch	12:00-1:00 P.M.
Dinner	5:00-6:00 P.M.
	<i>Sunday</i>
Breakfast	8:00-9:00 A.M.
Lunch	12:30-1:30 P.M.

The Snack Bar Counter will not be open for service.

Morning Coffee Hour:

The morning coffee hour will be held in the Foyer of the Campus Center.

Procedure for Boarders:

At the time of registration you will be given a Board identification ticket. This ticket will bear your name and an identifying number. KEEP this ticket in your wallet or other safe place and remember the number. The other half of the card will be placed in a box on a table near the entrance to the Dining Hall. Cards will be filed in numerical order. This number is your Board Card identification number and is the number appearing on your half of the Board Card that is given to you at registration. This Board Card is for the exclusive use of the student whose name appears on it.

The procedure for boarding students is as follows:

1. Upon entering the Dining Hall go to the appropriate box and take the card bearing your number.
2. Hand the card to the cashier when you check out.
3. From time to time you will be asked to produce the other half of the card so that the number can be authenticated. *If you cannot produce the matching half of the card you are using for your meal, the cashier will have no alternative but to request that you pay cash for your meal.*
4. Lost cards should be reported immediately to the Business Office; there will be a charge of 50 cents to cover the administrative cost involved in replacing lost cards.

The boarder will be permitted to go through the line once to select a "regular meal." For instance, on the luncheon meal he will be permitted to take soup, a choice of one of the entrees, a sandwich, or a salad, and dessert, *plus beverages*. Expressed in other terms, each student will be permitted a total food cost for breakfast of \$1.10, lunch \$1.55 and dinner \$1.65. If the student returns for additional food or beverages or takes food costing in excess of the cash allowance mentioned above, the student must pay for the excess or seconds. Please note beverages are included in the allowance stated above and must be on the tray at the time the student surrenders his Board Card.

Students living in campus dormitories are required to sign up for full board.

MEDICAL CARE

THE INFIRMARY

Regularly enrolled students at Princeton Theological Seminary enjoy the full privileges of McCosh Infirmary at Princeton University.

Through the years various friends of the Seminary have contributed to the endowment and construction costs of the Infirmary, and the Seminary shares financially in the Infirmary's maintenance and operation. Both men and women students should make the Infirmary their first point of contact in case of illness. The Dean of the Seminary should be notified whenever serious illness occurs.

When illness does occur, the student should report immediately to McCosh Infirmary. If the student is too ill to go to the Infirmary, a physician at the Infirmary should be notified immediately. The Infirmary telephone (452-3139) is covered 24 hours a day, except during the Christmas and summer holidays.

Clinic hours at the Infirmary are:

Monday-Friday, 9 A.M.-12 noon and 2-5 P.M.

Saturday, 9 A.M.-12 noon

Sunday and holidays, 10-11 A.M.

Emergency cases will be received at any hour of the day or night. The clinic is open throughout the calendar year (hours will vary during vacation periods), but beds are not open during Christmas and summer vacations.

When a student is confined to the Infirmary for a period of less than one week, no charge is made for board. If the student is confined for one week or more, a charge of approximately \$18.00 per week (including the first week) will be made. An appropriate adjustment will be made by the Seminary for students who take their meals in the Campus Center.

Hospitalization, either for extended tests or for treatment, is normally the responsibility of the student or his family. The Seminary will make every effort to assist the student in finding resources for such expenses, but the cost of hospitalization is not covered by the Seminary's health program.

SURGERY

Surgical procedures are not carried out at the Infirmary, nor are the costs of surgery covered by the regular health program of the Seminary. The student and the student's family are expected to make provision for expenses in connection with surgery.

DENTAL CARE

The student is expected to finance regular dental care from his own resources. Dental operations are not covered by the Seminary's health program.

PRIVATE TREATMENT

Students who prefer to establish a relationship with a physician in private practice, or to contact a physician of their own choice in case of illness, are free to do so. The fees for office visits, or for house calls by a physician at the dormitories, shall be paid by the student when such services are sought by the student on his own initiative.

COUNSELING SERVICES

DIRECTOR OF PROFESSIONAL STUDIES

The Director of Professional Studies is available for counsel on programs of studies and related matters of an academic nature. The Office of Professional Studies, located in Room 110, Hodge Hall, is an advisory service designed to assist the student in achieving his personal and professional objectives through a carefully developed academic program. Regular office hours are posted. Student appointments are scheduled by the secretary to the Director.

The Director of Professional Studies is adviser to M.Div. students, Th.M. students and Special students. He receives declaration of Senior studies and approves candidates for Senior Fellowships. Academic petitions, requests for advanced placement and applications for reading and University courses are received by the Director.

DIRECTOR OF DOCTORAL STUDIES

Doctoral students are assigned advisors under the supervision of the Director of Doctoral Studies. All doctoral students pursue their programs of study under the supervision of faculty members designated by the Director. The Director is available at certain times for counsel on matters pertaining to doctoral studies.

FACULTY AND ADMINISTRATIVE STAFF

Every student should feel free to confer with any member of the faculty or administration at any time. Students are invited to make appointments with the President, the Dean of the Seminary, the Field Education Staff, the Registrar, the Treasurer, and the Assistant to the President on academic, financial and personal problems.

PASTORAL COUNSELING

Students may consult with the Reverend David L. Crawford, the Director of Student Relations, for pastoral counseling. His office at 116 Hodge Hall is open from 8:30 to 12:30 and from 1:30 to 4:30 P.M. Other members of the administrative staff also will be pleased to meet with students who wish to discuss personal matters.

PSYCHIATRIC SERVICES

The Seminary's regular counseling services are supplemented by those of four full-time psychologists and three part-time psychiatrists at the University's Counseling Center, Gauss House, 165-167 Nassau

Street, of which Marvin Geller, Ph.D., is the Director. Students who desire professional psychiatric services may consult with Dr. David Crawford, Dr. Herbert Anderson, Dr. James Lapsley or Dr. Nicholas Van Dyck for referral. The psychiatrists and the psychologists of the University Health Department whose offices are in McCosh Infirmary may also be consulted by students who need their services. On occasion it may be advisable for a student to undertake an extended program of counseling or therapy. The Seminary will make every effort to assist the student in finding the resources to underwrite such therapy, whether the program of therapy be recommended by the Seminary or by the medical staff of the Infirmary, but the costs cannot be covered by the Seminary's regular medical program.

THE SECRETARY OF THE SEMINARY

Through the office of the Secretary of the Seminary ties are continued with more than six thousand Alumni in the United States and overseas. The Seminary continues to inform and serve its Alumni through an expanded program of continuing education, through area alumni meetings, visits of administration and faculty and through the quarterly publication of the Alumni News.

The Secretary of the Seminary has his office in Room 121 Hodge Hall. He assists seniors and graduate students in finding places to serve after graduation. Pastors and committees seeking ministerial candidates work through this office when seeking pastors, associates, assistants or Directors of Christian Education. Churches seeking temporary pulpit supplies may also obtain help through this office.

Alumni seeking assistance in vocational changes may correspond with the Secretary or visit the office for consultation.

THEOLOGICAL BOOK AGENCY

The Theological Book Agency, in the basement of Stuart Hall, is a service agency for the benefit of all students, faculty, administration and friends. It is operated by students under the general supervision of a faculty committee. In addition to providing the textbooks for all seminary courses and maintaining a selection of more than 7,000 titles representing all fields of theological scholarship the Book Agency is prepared to make special orders of any theological works which may be purchased from publishers in North America or Europe. Students are encouraged to browse as well as purchase books during any of the regular business hours of the academic year: every afternoon, Monday through Friday, from 1:30 to 4:00. Throughout the summer and for reading and examination periods the T.B.A. is normally open Monday-Wednesday-Friday from 2:00

P.M. to 3:30 P.M. excluding holidays. Special hours are arranged for conferences and important Seminary events.

ATHLETIC PROGRAM

The athletic program is designed to provide recreational opportunities for all members of the student body. Under the supervision of a student director, it provides dormitory competition in touch football, basketball, softball and volleyball, plus individual competition in handball, squash and golf.

WHITELEY GYMNASIUM

Whiteley Gymnasium, at the corner of Stockton Street and Hibben Road, is available to the Seminary community Monday through Friday from 7:00 A.M. to 11:00 P.M. and, upon special arrangement, on Saturday. It may not be used at any time on Sunday.

Seminary students may use the facilities on an individual basis at any time during the hours listed above; group activities must be scheduled with the Athletic Director.

Other members of the Seminary community may use the gymnasium on an individual basis at any time. *However, any member less than 18 years old must be accompanied by a member of the Seminary community over 18 years of age; this may be either a Seminary student or the parent. The adult must be present throughout the time of use.*

Any other members of the Seminary community who wish to use the gymnasium on a group basis should arrange the schedule with the Athletic Director. If minor children of faculty, administration or students schedule group activities with the Director and receive permission to use the facilities, the adult sponsoring the event must be present at all times the group is there and take full responsibility for the group.

Use of the gymnasium by outside groups, whether or not sponsored by some member of the Seminary community, must be scheduled by the Athletic Director. They must also clear insurance coverage with the Director of Housing and Student Employment; all such groups must submit in advance of use certification of \$100,000-\$300,000 liability insurance in favor of Princeton Theological Seminary.

Keys may be obtained from the dormitory representatives or at the reception desk in the Administration Building. Each key must be signed out and signed in upon return to the issuing agent. Individuals using Whiteley Gymnasium are responsible for preventing

unauthorized groups from entering during their use and for locking up when they have finished.

These regulations are designed to permit use of the gymnasium facilities by all members of the Seminary community, and the cooperation of each individual member is solicited. Outside groups or non-members of the Seminary community who disregard these regulations will be denied further use of the gymnasium.

FINANCES

TUITION AND FEES FOR 1971-1972

Application Fee	\$ 15.00
Tuition	
a. Candidates for the M.Div. and M.K.E. Degrees ¹	
Annual tuition for all types of program	1,000.00
b. Candidates for the Th.M. Degree	
1. Annual tuition for program completed in one academic year	
	1,000.00
2. Candidates whose programs extend over more than one academic year will be charged for all work according to the Special Student rates listed below.	
3. Annual continuation fee	
	25.00
(Assessed in September for any year in which the candidate does not expect to be enrolled for classes. Applied against tuition if he subsequently enrolls or submits an acceptable thesis during the year.)	
c. Candidates for the Th.D. Degree	
1. Annual tuition for each of the first two years of residence	
	1,000.00
2. Annual continuation fee	
	50.00
(Assessed after the second year of residence until all requirements for the degree have been completed; in addition to the Special Student rates for courses taken for academic credit.)	
d. Special Students taking courses for academic credit but not candidates for a Seminary degree: ² Per course	
	150.00
	Per practicum 50.00
e. Auditors (persons who, although neither students nor guests of the Seminary but with the necessary authorization, are attending classes on a non-credit basis), per course or practicum	
	25.00

¹ M.R.E. candidates who are authorized to pursue their work on a part-time basis are charged at the rate of \$135.00 per course and \$45.00 per practicum.

² Regularly enrolled students in Princeton University, when properly certified, are admitted to classes without charge.

f. Summer Sessions ³	
1. Registration fee	5.00
2. Tuition for three-week course	150.00
Tuition for three-week practicum	50.00
3. Tuition for Greek or Hebrew program	175.00
g. Annual tuition for interns ⁴	50.00
Late Registration Fee	5.00
Annual General Fee (charged to all students except audi- tors; covers student publications, student organizations, and infirmary services)	75.00
Graduation Fee	
a. Candidates for Th.D. Degree	50.00
b. Candidates for all other degrees	15.00
Transcripts, each	1.00
<i>A small orientation fee also is charged to Junior M.Div. and M.R.E. candidates, and to transfer students, payable at the beginning of the fall semester.</i>	

ROOM AND BOARD DURING REGULAR YEAR

Annual Charges for Single Students

Room in Erdman Hall and Board	\$1,040
Room in any other dormitory and Board	940
(Above rates subject to change.)	

Charges for Married Students Occupying Seminary Facilities with- out Cooking Privileges

Room and Board	\$1,115 to \$1,240
These charges cover the room charge for the couple and board for the enrolled student of the family. The spouse has the privilege of eating in the cafeteria, on a per-meal basis, or signing up for board for the semester.	

Charges for Married Students Occupying Seminary Facilities with Cooking Privileges

North and South Hall	\$67 to \$105 (monthly)
Princeton-Windsor	\$100 to \$135 (monthly)

³ Summer session charges are payable in advance.

⁴ This is the basic Internship tuition charge. Additional or higher charges are made for certain specialized Internships. Complete information may be secured from the Dean of Field Education.

Room and board payments cover three meals a day (two meals on Sunday) during periods when the Seminary is in session. Services under the plan begin with breakfast on Monday, September 20, 1971, and conclude with the noon meal on Saturday, May 20, 1972. These services are suspended during the following periods of recess:

Thanksgiving Day: Closed all day.

Christmas Recess: Suspended after the noon meal on Friday, November 25, and resumed for breakfast on Monday, January 3.

Semester Recess: Closes with the noon meal on Wednesday, January 19, and resumes for breakfast on Thursday, January 27.

Easter Recess: Suspended after the noon meal on Friday, March 24, and resumes for breakfast on Monday, April 3.

During certain periods when regular boarding services are suspended, the Cafeteria may be open on a cash basis. In general, however, students are expected to make their own arrangements for meals when the Seminary is not in session.

Fire regulations do not permit cooking in the dormitories.

Students who are absent from the Seminary at least two full days each weekend on Field Education work certified by the Field Education Office will receive a credit of \$5.00 for each weekend so certified.

Students receiving financial aid from the Seminary are required to live in Seminary accommodations, if available, unless excused by the Financial Aid Officer.

Room and Board During Summer Session

Facilities for single students are available throughout the summer session. Charges for room and board for each three-week period are \$108 for accommodations in air-conditioned Erdman Hall or \$93 for accommodations in one of the dormitories without air conditioning. Linen service is not included in these charges. Board provides 3 meals a day, Monday through Friday. No board is provided on weekends.

Payment of Accounts

Charges for tuition, fees, board and room are due and payable on or before the first day of each semester. Rental for Stockton Street and Princeton-Windsor accommodations is payable monthly, due in advance on the first business day of each month.

Payment Plans

In the case of charges payable at the beginning of the semester, the student may elect either (a) to make payment in full before the first class day of the semester, in which instance no service fees will be assessed, or (b) to pay his account in four equal monthly installments. During the first semester these installments are due on the first business day of October, November, December and January; during the second semester, on the first business day of February, March, April and May. When the deferred payment option (b) is selected, there will be added to the total semester charges a service fee of \$5.00. An additional service charge of 1 percent will be assessed on all unpaid accounts for each thirty days the account is overdue.

When monthly rentals are overdue, a service charge of \$5.00 will be assessed on the fifteenth day of each month.

Final acceptance of a student's registration for a new semester shall be contingent upon the Registrar's receipt of certification from the Business Office that all accounts for earlier semesters have been satisfied. No degree may be awarded by the Seminary or transcript issued unless the student has met his financial obligations to the institution.

Refunds

If a student withdraws from the Seminary during the course of a semester, having secured the approval of the President for his withdrawal, charges will be assessed as follows:

1. Tuition:

During first 15 calendar days of semester	20 percent
During next 10 calendar days of semester	50 percent
Thereafter	100 percent

2. Room and Board: (rates subject to change)

Erdman Hall per week or portion thereof	\$36.50
Other dormitories per week or portion thereof	\$31.50

MAIL

Students should arrange to have their incoming mail addressed to their individual room number, name of dormitory, Princeton Theological Seminary, Princeton, New Jersey 08540. The United States Postal Service delivers all U.S. mail directly to the student rooms in Alexander, Brown and Hodge Halls.

Individual mail boxes will be assigned to all full-time students living off campus, including doctoral students in residence. Mail addressed to off-campus students which comes to the Seminary will be placed in these boxes. We urge you, however, to notify all correspondents of your present residence, as these boxes are intended only for intra-Seminary mail.

